502

Exceptional CAREERS

U.S. CUSTOMS

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Exceptional
CAREERS

Para-professional Positions

. . . the bridge to professional occupations in Customs. There are a variety of interesting para-professional positions in Customs. Employees holding these positions do semi-technical work, often assisting and working with employees in the professional occupations. Entry level appointments are generally made at the GS-4 or GS-5 level. Promotional opportunities for paraprofessionals are excellent; they are frequently selected under the Customs Merit Promotion Plan for professional "mainstream" occupations. The para-professional positions listed in this flier are located throughout the country, with the exception of Accounting Technician positions which are located only in Indianapolis, Indiana.

CUSTOMS AIDS perform semi-technical duties that require the application of a specialized knowledge of certain provisions of Customs laws and regulations. A Customs Aid can work at ports, docks, regional offices, and airports. They handle entry receipt and review and cash processing functions. Customs Aids assist Import Specialists with commercial transactions and serve as general assistants to Customs Inspectors who are supervising the unlading of vessels and examining of merchandise. A small number of Customs Aids also perform marine-related duties. Customs Aids are responsible for receiving and acting on entries before final liquidation takes place and for assisting Customs Inspectors and other specialized personnel in carrying out a variety of duties, sometimes including security functions.

CUSTOMS AIDS may also collect and validate payments received as Customs duties and taxes, insuring that all necessary documents are processed according to Customs and other agency guidelines. Customs Aids may also operate an ADP Teller Banking Terminal, NCR cash register, or calculator. They are in frequent contact with importers, brokers, passengers and crew members of freight carriers and the general public.

SOME CUSTOMS AIDS process a wide variety of entry and collection documents to make sure they are accurate and valid. They verify and code input for the master files of the U.S. Customs Automated Accounting System and perform some teller functions.

INVESTIGATIVE ASSISTANTS work under the direction of a Special Agent. They assist them in gathering information, doing case research and development, and in conducting inquiries on individual case assignments. They help locate evidence to be used in seizures and investigations, assist with trial preparation, help review the testimony of witnesses, and help index evidence and support documentation presented during trials. Investigative Assistants also independently plan and collect information for investigations of lesser complexity, prepare reports and respond to requests for information.

ACCOUNTING TECHNICIANS perform functions such as . . .

- classifying accounting transactions;
- maintaining, balancing and reconciling accounting records;
- verifying the accuracy of accounting records;
- determining appropriate adjustments and special entries;
- preparing and verifying accounting statements and reports; and
- analyzing accounting data and reports.

TO QUALIFY YOU MUST . . .

- Be a United States citizen. For GS-4 level positions you must pass a written test of verbal abilities and clerical aptitude. In addition, at the GS-4 level, you must have one (1) year of general experience performing progressively responsible clerical, office or other work which indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled, OR two (2) academic years of post high school education in an accredited business, secretarial or technical school, junior college, college or university. There is no written test required for the GS-5 level or above. For the GS-5 level you need an additional year of progressively responsible specialized experience (equivalent to the GS-4 level) that has provided the knowledge and abilities directly related to the position to be filled OR four (4) academic years of post high school education in an

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United States
Customs Service
U.S. CUSTOMS

accredited college or university leading to a bachelor's degree in any field is fully qualifying for the GS-5 level.

TO APPLY

- If you have never worked for the Federal Government in a civilian capacity, you must establish eligibility on the appropriate civil service register of eligibles. Contact your nearest OPM Federal Job Information Center (which is listed in your local telephone directory) for application procedures, as well as to learn the current recruitment situation.
- If you are a current or former Federal employee, you should contact the division within the Office of Human Resources in Customs that recruits for the occupation in which you are interested. That office will be in the best position to advise you of the availability of positions and application procedures. For the paraprofessional positions in this flier, contact the following appropriate division:

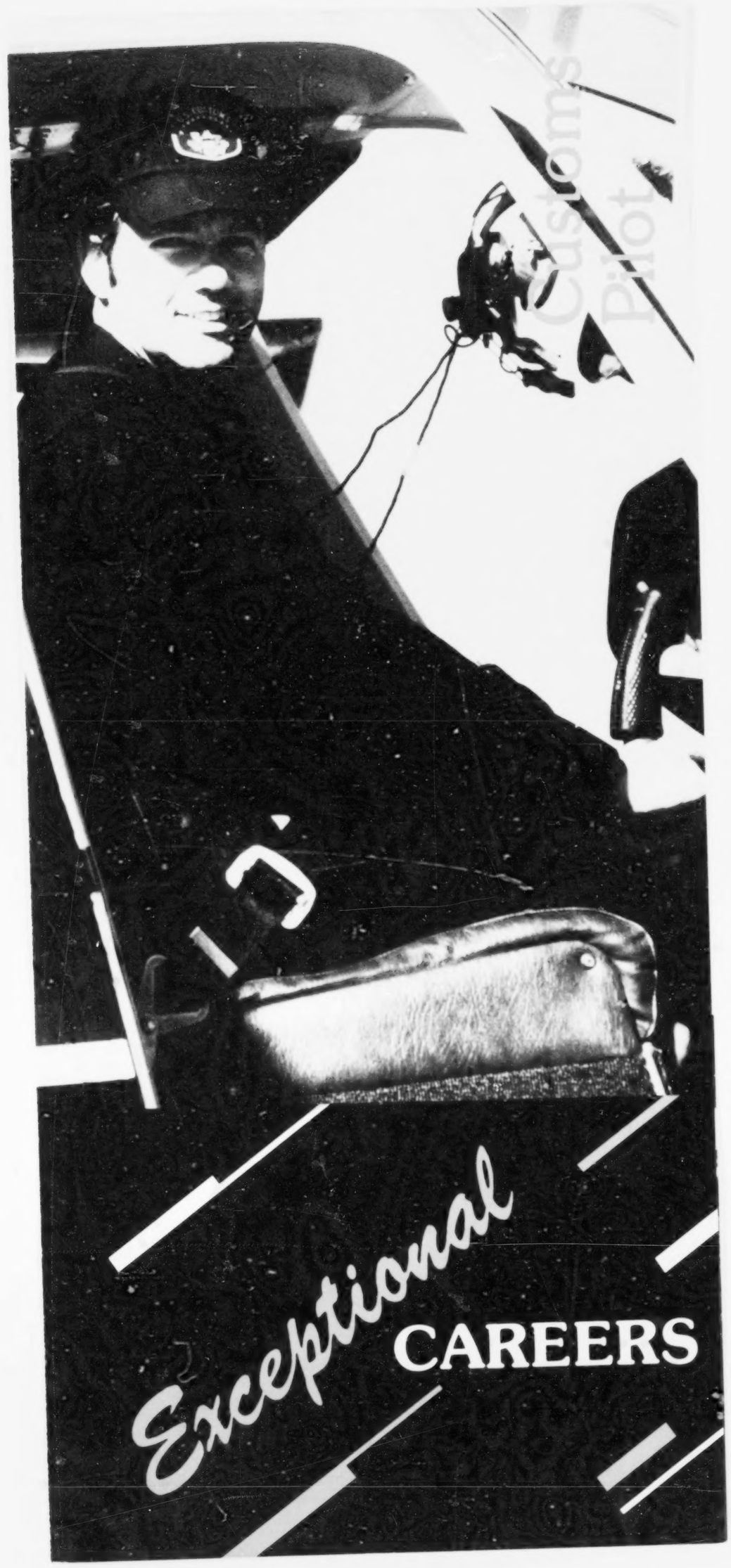
U.S. Customs Service
Office of Human Resources

(Accounting Technician)
Mission Support Division
P.O. Box 7388
Washington, D.C. 20044

(Customs Aid)
Operations Division
P.O. Box 14060
Washington, D.C. 20044

(Investigative Assistant)
Enforcement Division
P.O. Box 7108
Washington, D.C. 20044

All applicants will receive consideration without regard to any nonmerit factor such as race, color, religion, national origin, sex, age, or handicap (if not a job factor).


Customs
Pilot
Exceptional
CAREERS

Customs Pilot

Customs Pilots perform flight duties in support of a program primarily involving air surveillance of illegal traffic crossing U.S. borders by air, land, or sea. Customs' fleet of specially fitted interdiction aircraft pursues would-be smugglers to remote landing spots in difficult terrain. Customs' aircraft closely support ground and sea components, enabling our units to be at the "right place at the right time" to intercept smuggling attempts. Pilots also apprehend, arrest, and search violators of Customs and related laws, as well as prepare documentation to be used as a basis for prosecution. Depending on the type of aircraft available at their duty stations, Customs Pilots fly single and multi-engine planes or helicopters. Pilots can be employed in a variety of Air Support Branches throughout the country.

Initial appointments to Pilot positions are sometimes made at the GS-11 level, but more generally at the GS-12 level. Some opportunities also exist for GS-13 level positions. Positions offer extensive opportunities for paid overtime and travel.

TO QUALIFY YOU MUST . . .

- Be a United States citizen.
- Be under 35 years of age.
- Have a current FAA commercial pilot's license. For FIXED-WING PILOT positions commercial ratings are required in a Single-Engine Land/ Multi-Engine Land and Instrument Airplane. For DUAL-RATED PILOT positions (Fixed-Wing and Rotary-Wing) commercial ratings are required in a Single-Engine Land/Multi-Engine Land, Instrument Airplane/Helicopter and Helicopter. Time-in-flight experience requirements are as follows:

Total Hours	1500
Pilot in Command Hours	250
Multi-Engine Hours	500
Instrument/Night Hours (10 actual time and 75 Night)	150
Hours During Last 12 Months	100

- Have a current FAA Class I physical examination.
- Pass a personal background investigation and drug test.

SPECIAL REQUIREMENTS

Candidates must successfully complete 14 weeks of enforcement training at the Federal Law Enforcement Training Center located in Glynco, Georgia. This consists of written and physical tests, as well as graded practical exercises, including one on firearms proficiency.

Candidates must be willing to work overtime, shift work, and under stressful conditions. They will also be required to carry weapons and to qualify regularly with firearms.

TO APPLY

- No test is required; you will be rated on the basis of your experience as it is reflected in your Application for Federal Employment (SF-171) and Record of Aeronautical Experience (OPM-1170-21). These forms should be submitted directly to the U.S. Customs Service for eligibility determination. An original signature is required on all forms submitted. Those candidates that meet the qualification requirements will be referred for consideration along with other qualified applicants as vacancies occur. For the position of Pilot, contact the following office:

U.S. Customs Service
Office of Human Resources
Enforcement Division — Branch I
ATTN: Direct Hire Unit — Pilots
P.O. Box 7108
Washington, D.C. 20044

All applicants will receive consideration without regard to any nonmerit factor such as race, color, religion, national origin, sex, age, or handicap (if not a job factor).

Exceptional
CAREERS
Criminal
Investigator
(Customs Investigator)

Criminal Investigator
(Customs Investigator)

One of the newest and most exciting occupations in the Customs Service is the Customs Investigator. Working at airports, seaports and marinas, Investigators plan and conduct "tactical interdictive investigations." A highly trained professional force, integrated with sophisticated equipment and special air and marine support, ensures that Customs is in the right place at the right time to prevent smuggling and other types of violations. Through leads obtained from informants, advance intelligence, and personal observation, Investigators apprehend persons suspected of violating Customs and other laws. They do record searches, interview witnesses, develop informants and conduct surveillances. Occasionally, they work under the direction of Customs Special Agents on more complex investigations.

In their daily work, Investigators' personal contacts can range from the general public at all social and professional levels, to informants, foreign nationals, suspects, officers of other law enforcement agencies, attorneys and court officials. Proficient in the use of firearms and other techniques of self-defense, Investigators are aided by the latest in sophisticated law enforcement equipment. They often work long and irregular hours under arduous conditions but their assignments are non-routine – no 2 days are alike!

Entrance level appointments are made generally at the grade GS-5 level and occasionally at the GS-7 level, depending on your qualifications. Positions offer extensive opportunities for paid overtime and have excellent advancement potential to the journeyman level at grade GS-9 with positions available at grade GS-11 and above on a competitive basis.

TO QUALIFY YOU MUST . . .

- Be a United States citizen.
- Be under 35 years of age.
- Pass an appropriate physical examination.
- Pass a personal background investigation and drug test.
- Have at least 1 year of progressively responsible experience which demonstrates skill in effectively dealing with people, collecting pertinent facts, and writing reports. Also needed is no less than 2 years of specialized criminal investigative or comparable experience which calls for tact, judgment and resourcefulness, plus the ability to analyze and evaluate evidence and make oral/written presentations of personally-conducted investigations. One scholastic year of education above high school equals 9 months of work experience, and a bachelor's degree is fully qualifying for appointment at the GS-5 level. Educational achievement in accounting or criminal justice/law enforcement is desirable.

SPECIAL REQUIREMENTS

Candidates must successfully complete 14 weeks of enforcement training at the Federal Law Enforcement Training Center located in Glynco, Georgia. This consists of written and physical tests, as well as graded practical exercises, including one on firearms proficiency.

Candidates must be willing to travel, to work overtime, to work under stressful conditions, and be available for temporary and permanent assignments to a variety of geographic areas. They will also be required to carry weapons and to qualify regularly with firearms.

TO APPLY

- Submit OPM Form 5000-B, Admission Notice and Record Card, to the OPM office nearest where you wish to take the written test. OPM offices are listed in a separate pamphlet. If you do not have a separate OPM Form 5000-B, clip and use the copy of the form that is a part of this pamphlet.

(continued on back)

ADMISSION NOTICE

CHECK COPY TO BE SURE IT IS LEGIBLE

IMPORTANT — READ INSTRUCTIONS ON THE OTHER SIDE

IDENTIFICATION MAY BE REQUIRED FOR WRITTEN EXAMINATIONS

The Federal Government Is An Equal Opportunity Employer

Name (First, middle and last)

Address (Number and street, or R.D., or post office box no.)

City, state and Zip Code (ZIP Code must be included)

Give Address Where You Wish To Be Notified of Time and Place For Examination

This card will be returned to you. Bring it with you when you report for the written test.

OPM Form 5000-B
Rev. 10-80

Type or Print in Ink

1. Title of Examination

2. Social Security Number

3. Announcement No. (if appropriate)

4. Where do you wish to take written test? City / State

5. Birth Date (month) (day) (year)

6. Telephone No. (Include Area Code)

7. Where are you willing to work? City / State

8. If you have performed active duty in the armed forces of the United States and were separated under honorable conditions, indicate periods of service. From (month, day, year) To (month, day, year)

9. ☐ Check here if you observe the Sabbath or religious holiday on a day other than Sunday, specify day, or have a disability that will require special or individual testing arrangement. Specify the nature and degree of your disability and the special arrangements you will need.

10. Do you claim veteran preference? ☐ No ☐ Yes If yes, based on
☐ (1) Active duty in the armed forces of the U.S. during the period December 7, 1941 through July 1, 1955, (2) more than 180 consecutive days of active duty (other than for training) in the armed forces of the U.S. which commenced after January 31, 1955 and before October 15, 1976, or (3) after service in a campaign or which a campaign badge has been authorized
☐ Your status as (1) a disabled veteran or a veteran who was awarded the Purple Heart for wounds or injuries received in action, (2) a spouse of a deceased veteran who died in service or of a veteran who has a service-connected disability which prevents the veteran from receiving a civil service appointment, or (3) the widowed, divorced or separated mother of an ex-service son or daughter who died in action or who is totally and permanently disabled

11. Are you a United States citizen? ☐ YES ☐ NO

DO NOT WRITE IN THIS SPACE

Examining Point No.

- The admission notice will be returned to you telling you when and where to report for the written test. At the same time you will be given application forms and sample questions. Completed application forms must be turned in when you take the test. Test results will be furnished to Department of the Treasury, which will notify you, and if you pass the test and meet qualification and other requirements, will advise you of any other steps you must take to receive a job offer.

- If you are a current or former Federal employee, you should contact the division within the Office of Human Resources in Customs that recruits for the occupation in which you are interested. That office will be in the best position to advise you of the availability of positions and application procedures. For the position of Customs Investigator, contact the following office:

U.S. Customs Service
Office of Human Resources
Enforcement Division
ATTN: Direct Hire Unit-TEA
P.O. Box 7108
Washington, D.C. 20044

All applicants will receive consideration without regard to any nonmerit factor such as race, color, religion, national origin, sex, age, or handicap (if not a job factor).

United States
OFFICE OF PERSONNEL MANAGEMENT

INSTRUCTIONS TO APPLICANTS SCHEDULED FOR EXAMINATION

You should bring with you to the examination room the following items:

— this admission notice;

— a pen, three medium No. 2 black lead pencils, and an eraser; and

— any forms enclosed with this notice, completed and ready to hand in.

Applicants for examinations requiring the use of machines or special equipment must furnish (unless informed otherwise) such machines or equipment for use during the examination. Equipment sent to the examination room must be labeled with the applicant's name and address. The United States Government will not be responsible for the loss of typewriters, supplies or other equipment used in connection with Civil Service examinations.

If the test you are scheduled to take is for Stenographer or Typist, you may be able to substitute a Certificate of Proficiency (or a similar certification) for the performance test. For details about this, refer to application instructions.

NOTE: Impersonation in the examination room can result in being barred from competing in Federal Civil Service examinations or from accepting employment in the competitive service for 3 years.

Privacy Act Statement

This information is requested under the authority of sections 1302, 3301, and 3304 of title 5 of the U.S. Code. These sections require the Office of Personnel Management to conduct examinations for competitive positions in the Federal service. The information sought will be used to schedule you for a written examination, serve as an admission card to that exam, and to ascertain whether you may be affected by laws determining who may be tested or employed. Other possible uses of the data include disclosure to a source (e.g., former employer or school) who is requested to furnish information about you that will assist in determining whether to hire you; to a Federal, State, or local agency for checking on law violation; or to the courts where the Government is a party to a suit. Your Social Security Number (SSN) is requested under authority of Executive Order 9397 which requires agencies to use the SSN as the means of identifying individuals in Government information systems. The furnishing of your SSN and the other information is voluntary. Failure to provide your SSN will result in you not being scheduled for an exam. Failure to provide the other data may have the same result.

United States
OFFICE OF PERSONNEL MANAGEMENT

INSTRUCTIONS TO APPLICANTS SCHEDULED FOR EXAMINATION

You should bring with you to the examination room the following items:

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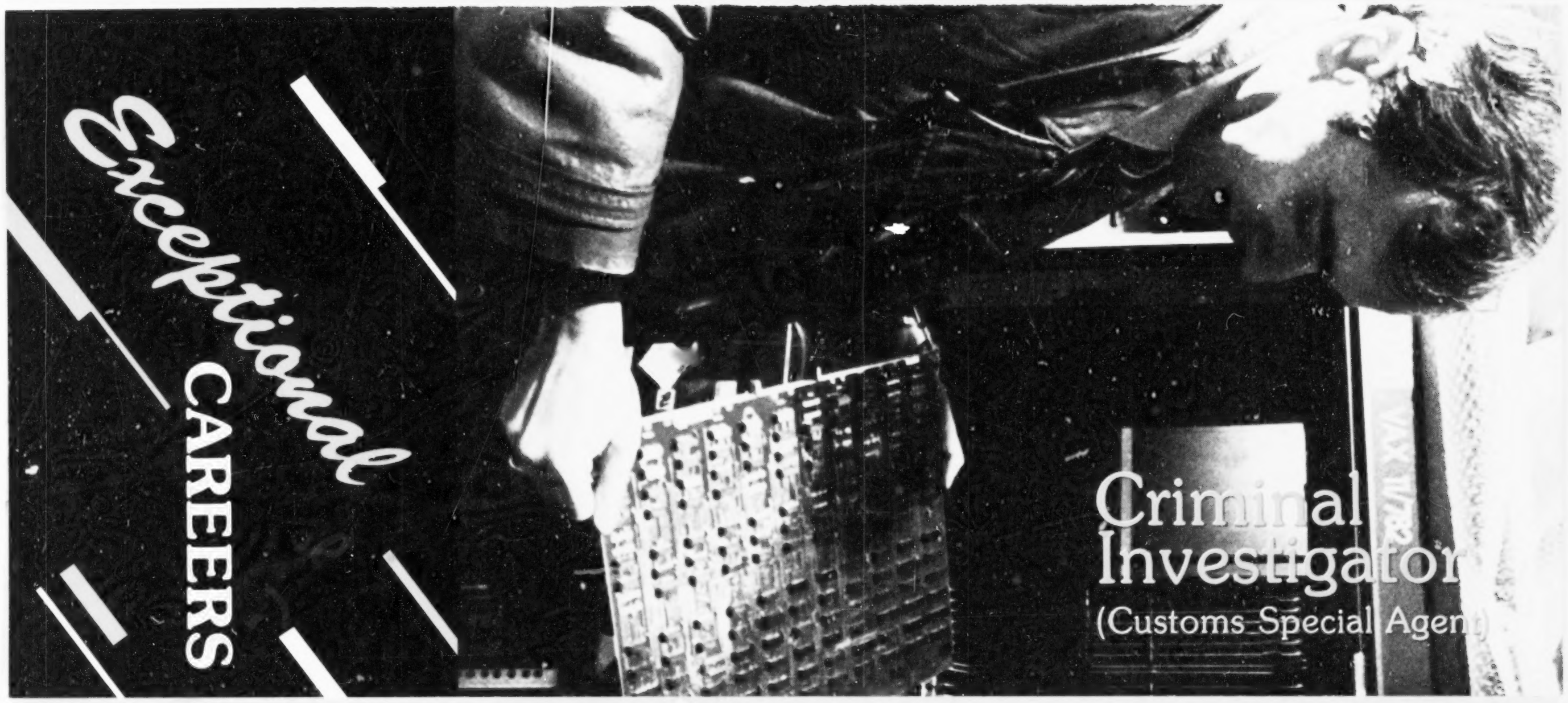
Exceptional
CAREERS
Criminal
Investigator
(Customs Special Agent)

Criminal Investigator
(Customs Special Agent)

Organized crime laundering money internationally . . . importers suspected of undervaluing their goods . . . corporations shipping high technology to unfriendly nations . . . all challenge the ingenuity of Customs Special Agents as they seek to protect the revenue and the American public. Agents investigate violations encompassing a wide variety of laws concerning the illegal shipment of arms and high technology to foreign entities, the illicit transportation of currency in support of criminal enterprise, and schemes to defraud the U.S. Government of revenue. The successful investigation of cases such as these requires the use of innovative investigative techniques, sophisticated electronic gear, indepth analysis of evidence and the ability to coordinate a variety of other support enforcement functions. Customs Special Agents have the authority to search and make arrests and to seize and confiscate smuggled articles or contraband.

This highly trained investigative force of Customs Special Agents frustrates the efforts of domestic and international criminal organizations alike. Aided by various information systems that provide them with critical data on suspect activities, Agents follow the journey of contraband from its entry along our borders and coastlines, then carry out the appropriate action. Customs Special Agents are assigned to duty stations at most ports of entry throughout the United States and are frequently called upon to travel in the course of their investigations. They work long and irregular hours, often under stressful conditions, but their job is always challenging. Some opportunities for foreign duty assignments also exist at the higher grade levels.

Appointments are made at the GS-9 and GS-11 levels and occasionally at the GS-12 level, depending on your qualifications. Positions offer extensive paid overtime. Opportunities also exist for advancement to the GS-13 level and above on a competitive basis.

TO QUALIFY YOU MUST . . .

- Be a United States citizen.
- Be under 35 years of age.
- Pass an appropriate physical examination.
- Pass a personal background investigation and drug test.
- Have at least 1 year of progressively responsible experience which demonstrates skill in effectively dealing with people, collecting pertinent facts, and writing reports. Also needed is no less than 4 years of specialized criminal investigative or comparable experience which calls for tact, judgment and resourcefulness, plus the ability to analyze and evaluate evidence and make oral/written presentations of personally-conducted investigations. One scholastic year of education above high school equals 9 months of work experience. Educational achievement in accounting or criminal justice/law enforcement is desirable.

SPECIAL REQUIREMENTS

Candidates must successfully complete 14 weeks of enforcement training at the Federal Law Enforcement Training Center located in Glynco, Georgia. This consists of written and physical tests, as well as graded practical exercises, including one on firearms proficiency.

Candidates must be willing to travel, to work overtime, to work under stressful conditions, and be available for temporary and permanent assignments to a variety of geographic areas. They will also be required to carry weapons and to qualify regularly with firearms.

TO APPLY

- If you have never worked for the Federal Government in a civilian capacity, you must establish an eligible rating on the OPM register of eligibles for the position and grade level for which you are qualified. Applicants are not required to take a written test. Instead, they are rated based on their education, experience, and background, as reflected on their application forms. You should contact your nearest OPM Federal Job Information Center (which is listed in your local telephone directory) for the latest information on establishing eligibility on the appropriate register and employment prospects.

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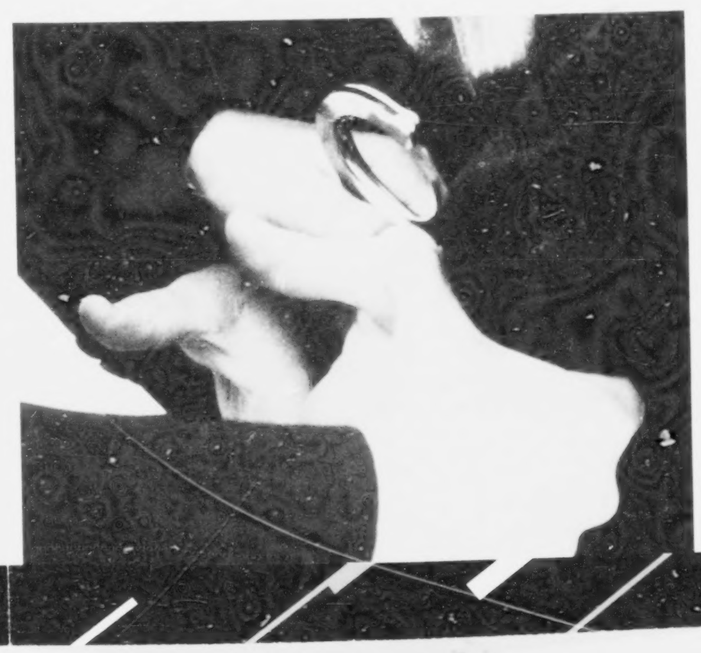
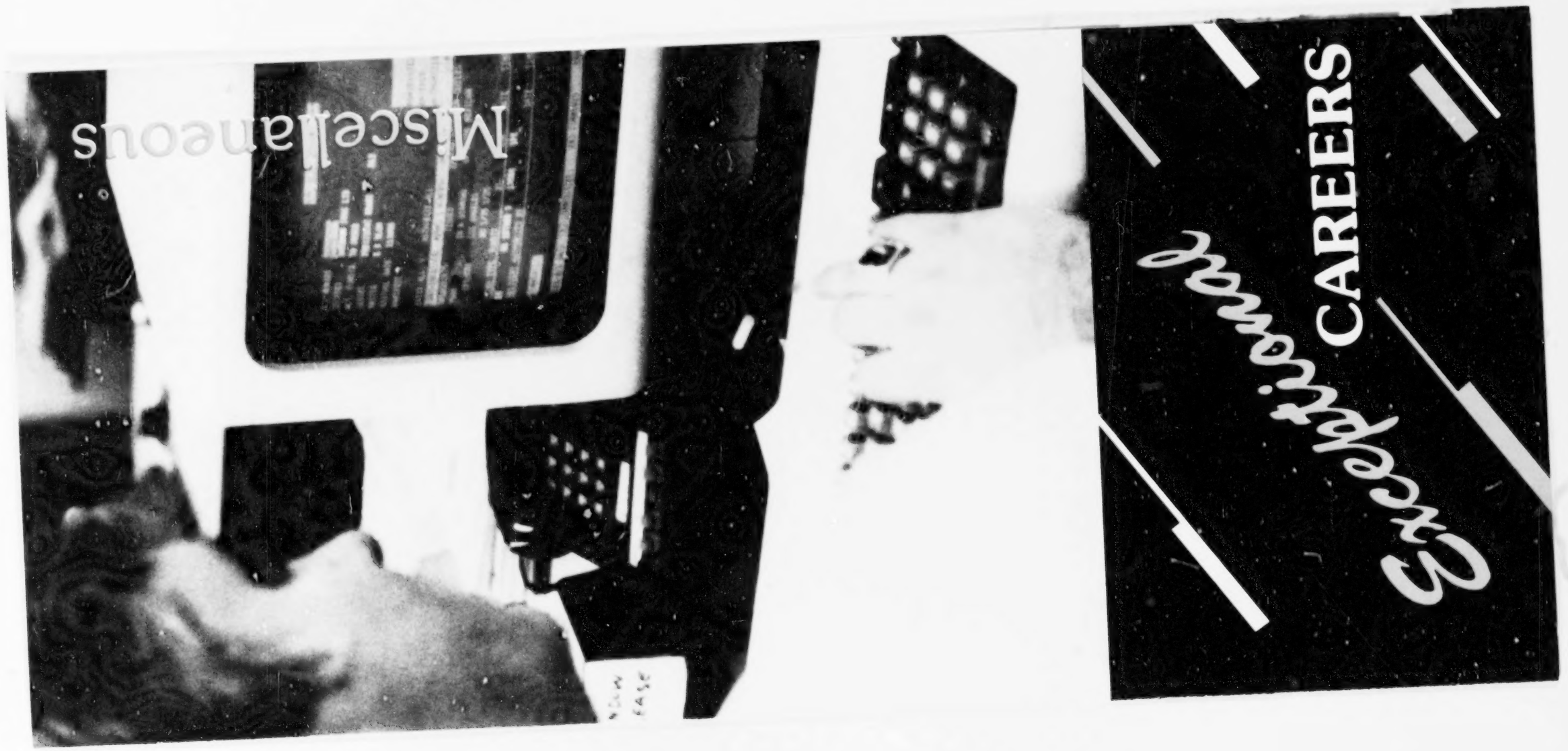


- If you are a current or former Federal employee, you should contact the division in the Office of Human Resources that recruits for the occupation in which you are interested in working. That office will be in the best position to advise you of the availability of positions and application procedures. For the position of Special Agent, contact the following office:

U.S. Customs Service
Office of Human Resources
Enforcement Division
P.O. Box 7108
ATTN: Special Agent
Washington, D.C. 20044

All applicants will receive consideration without regard to any nonmerit factor such as race, color, religion, national origin, sex, age, or handicap (if not a job factor).


Miscellaneous
Exceptional CAREERS

Miscellaneous Occupations

There are a variety of occupations in Customs for which recruitment takes place less frequently than for major occupations. Accountant positions are located primarily in Indianapolis, Indiana, with a few located in Washington, D.C.; Auditor and Computer Specialist positions are located throughout the country, including Washington, D.C.

ACCOUNTANTS

- classify and evaluate financial data;
- record transactions in financial records;
- develop and install new accounting systems;
- study and determine the effectiveness of existing accounting systems; and
- prepare and analyze financial statements, records and reports.

AUDITORS do evaluation work, such as determining the degree of compliance with laws, regulations and principles of sound financial management of an office or activity; some evaluate the effectiveness of resource utilization and management systems and the extent to which desired results or benefits are being achieved. This can include evaluating internal controls of an activity to determine the reliability of reported results and insuring that generally accepted accounting principles have been consistently applied. Other Auditors primarily review the financial records of importers/exporters, sometimes in other countries, to insure that they have complied with the Customs laws, rules, and regulations.

COMPUTER SPECIALISTS advise on, supervise, or perform work necessary to design or implement systems for solving problems or accomplishing work processes by the use of digital computers. This title covers positions for Computer Systems Analyst, Computer Programmer, Computer Programmer Analyst and Computer Systems Programmer, and Computer Specialist.

TO QUALIFY AT THE GS-5 LEVEL YOU MUST . . .

- Be a United States citizen.
- For **ACCOUNTANTS AND AUDITORS**, have completed a 4 year course of study in an accredited college or university which meets all of that institution's requirements for a bachelor's degree with an accounting major, or have completed 24 semester hours in accounting and/or auditing. Four years of experience in accounting or a combination of experience, education and training may be qualifying.

- For **COMPUTER SPECIALISTS**, have a background that includes 1 of year work at no lower than the GS-4 level or equivalent that demonstrates skill in analyzing problems, including identifying relevant factors, gathering pertinent information and recognizing solutions. Also needed is skill in doing thorough, accurate work that requires planning a logical sequence of steps and skill in oral and written communication. Completion of a 4 year course in an accredited college leading to a bachelor's degree in any field is fully qualifying.

TO APPLY

- If you have never worked for the Federal Government in a civilian capacity, you must establish an eligible rating by taking the appropriate examination or establishing eligibility on the appropriate register. Contact your nearest OPM Federal Job Information Center (which is listed in your local telephone directory) for information on procedures to establish an eligible rating and on the current recruitment situation.

- For **COMPUTER SPECIALIST** positions, eligibility must be established on the Computer Specialist Register. Applicants can establish eligibility at the GS-5/7 levels based on a written test or qualifying related experience or education. For Computer Specialist positions at the GS-9 level and above, no written test is required, but applicants will be rated on the extent and quality of their experience, education, and training. Applicants with a valid Notice of Results from this register can apply directly to the Customs Service.

- Applicants for **ACCOUNTANT** or **AUDITOR** positions (who have never worked for the Federal Government) must establish eligibility on the Accountant/Auditor Register; no written test is required for this register; applicants will be rated on the extent and quality of their experience, education, and training. Applicants who have established eligibility on this register and who have received a numerical rating of 100 or higher and posses a Notice of Results issued by OPM within the past 12 months may apply directly to the Customs Service.

  Applicants for **ACCOUNTANT** or **AUDITOR** positions who have ne er worked for the Federal Government **but meet one of the following** criteria, need **not** establish eligibility on the OPM register, but **may apply directly** to the Customs Service. The three criteria are:

- you are a college graduate who obtained a grade point average of 3.5 or higher on a 4.0 scale for all undergraduate courses completed toward a baccalaureate degree, or you stand in the upper 10 percent of a baccalaureate graduating class (or of a major university subdivision such as a college of arts and sciences); or
- you meet the basic education and experience requirements and possess a certificate or license from any state to serve as a Certified Public Accountant (CPA); or

- you meet the minimum qualification requirements (experience, education, or combination of education and experience) and are a compensable preference (CP) eligible.

- FOR ALL POSITIONS: If you are a current or former Federal employee, you should contact the division in the Office of Human Resources in the Customs Service that recruits for the occupation in which you are interested. that office is in the best position to advise you of the availability of positions and application procedures. For the position in this pamphlet, contact the following divisions, as appropriate:

  U.S. Customs Service
  Office of Human Resources

  (Accountant or Computer Specialist)
  Mission Support Division
  P.O. Box 7388
  Washington, D.C. 20044

  (Auditor)
  Operations Division
  P.O. Box 14060
  Washington, D.C. 20044

All applicants will receive consideration without regard to any nonmerit factor such as race, color, religion, national origin, sex, age, or handicap (if not a job factor).

General Schedule—Annual Pay Rates Effective January 1989

GS	WAITING PERIOD FOR NEXT WITHIN-GRADE INCREASE									
	52 WEEKS			104 WEEKS			156 WEEKS			
	1	2	3	4	5	6	7	8	9	10
1	$ 10213	$10555	$10894	$11233	$11573	$11773	$12108	$12445	$12461	$12780
2	11484	11757	12137	12461	12601	12972	13343	13714	14085	14456
3	12531	12949	13367	13785	14203	14621	15039	15457	15875	16293
4	14067	14536	15005	15474	15943	16412	16881	17350	17819	18288
5	15738	16263	16788	17313	17838	18363	18888	19413	19938	20463
6	17542	18127	18712	19297	19882	20467	21052	21637	22222	22807
7	19493	20143	20793	21443	22093	22743	23393	24043	24693	25343
8	21590	22310	23030	23750	24470	25190	25910	26630	27350	28070
9	23846	24641	25436	26231	27026	27821	28616	29411	30206	31001
10	26261	27136	28011	28886	29761	30636	31511	32386	33261	34136
11	28852	29814	30776	31738	32700	33662	34624	35586	36548	37510
12	34580	35733	36886	38039	39192	40345	41498	42651	43804	44957
13	41121	42492	43863	45234	46605	47976	49347	50718	52089	53460
14	48592	50212	51832	53452	55072	56692	58312	59932	61552	63172
15	57158	59063	60968	62873	64778	66683	68588	70493	72398	74303
16	67038	69273	71508	73743	75473	76678*	78869*	81060*	82500*	
17	76990*	79556*	82122*	82500*	83818*					
18	86682*									

*The rate of basic pay payable to employees at these rates is limited to the rate for level V of the Executive Schedule, which is $75,500.

U.S. Office of Personnel Management

Optional Form 281 (Rev. 1/89)

Rates effective on the first day of the first pay period beginning on or after January 1, 1989.

Executive Schedule

level I	$99,500
level II	89,500
level III	82,500
level IV	80,700
level V	75,500

Senior Executive Service

ES-1	$68,700
ES-2	71,800
ES-3	74,900
ES-4	76,400
ES-5	78,600
ES-6	80,700

☆GPO : 1989 O - 232-779

Canine
Enforcement
Officer
Exceptional
CAREERS

Canine Enforcement Officer

One of the most unique Customs enforcement operations is the force of drug detector dogs. Canine Enforcement Officers (CEO's) train and use dogs to enforce Customs laws and regulations concerning the smuggling of narcotics and dangerous drugs. The force of dogs saves countless staff hours in locating narcotics in vehicles, mail, unaccompanied baggage, and on cargo ships. The canine enforcement team, composed of a dog and an officer, can check hundreds of packages in 30 minutes; it would take a mail examiner several days to inspect as many parcels. Along the border, a dog can thoroughly inspect a vehicle in a fraction of the time it would take an Inspector to complete the same examination and the dog can often locate carefully concealed narcotics that can be easily overlooked by an Inspector.

Uniformed Canine Enforcement Officers work in cooperation with Customs Inspectors, Customs Investigators, Special Agents and special task forces to interdict all types of controlled substances and to apprehend, search, and arrest suspected smugglers. CEO's are assigned to various air, sea and land border ports of entry throughout the United States. The conditions under which they work are varied but often strenuous. Most positions require some overtime work (for which you will be paid).

Initial appointments to Canine Enforcement Officer positions are generally made at the GS-5 level, with an opportunity to advance to the GS-9 level. Beyond grade GS-9, under the Customs Service Merit Promotion Plan, possibilities for advancement to higher grade levels exist on a competitive basis.

TO QUALIFY YOU MUST . . .

- Be a United States citizen.
- Pass an appropriate physical examination.
- Successfully pass a personal background investigation and drug test.
- Have at least 3 years of progressively responsible general experience in business, government, education, or the armed forces indicating the ability to interpret and apply legal procedures and regulations; to analyze written and numerical information, and draw conclusions; and to communicate effectively, orally and in writing. Study successfully completed in a resident school above the high school level may be substituted for general experience at the rate of 1 academic year of study for 9 months of experience, and a bachelor's degree is fully qualifying for appointment at the GS-5 level.

SPECIAL REQUIREMENTS

Candidates must successfully complete 14 weeks of intensified enforcement and dog handler training conducted at the U.S. Customs Service Canine Enforcement Training Center located in Front Royal, Virginia. This consists of written and physical tests, as well as graded practical exercises, including one on firearms proficiency.

Candidates must be willing to work overtime, shift work and under arduous conditions. They will also be required to carry weapons and to qualify regularly with firearms.

TO APPLY

- If you have never worked for the Federal Government in a civilian capacity, you should contact the OPM Federal Job Information Center nearest you (which is listed in your local telephone directory) to learn about the current employment situation. When we are recruiting for candidates from outside the Government for the position of Canine Enforcement Officer, the Office of Personnel Management issues recruitment bulletins. Candidates are not required to take a written test. They are rated on their education, experience and background, as reflected on their application forms.
- If you are a current or former Federal employee, you should contact the division in the Office of Human Resources that recruits for the occupation in which you are interested. That office will be in the best position to advise you of the availability of positions and application procedures. For the position of Canine Enforcement Officer, contact the following office:

U.S. Customs Service
Office of Human Resources
Operations Division
P.O. Box 14060
Washington, D.C. 20044

All applicants will receive consideration without regard to any nonmerit factor such as race, color, religion, national origin, sex, age, or handicap (if not a job factor).

Exceptional CAREERS

SELECTIVE PLACEMENT PROGRAM

Applicants who have no prior Federal Service should be aware that some positions are filled as an exception to the Office of Personnel Management's competitive examining system described above. These "excepted service" appointments are often made in connection with selective placement programs such as those established for hiring the handicapped, veterans with disabilities of 30 percent or more, and Vietnam era veterans. If you think you fall into one of these categories, you should write directly to the division within the Office of Human Resources within Customs that recruits for the occupation in which you are interested.

HOW TO APPLY

Complete an "Application for Federal Employment," Standard Form 171. You can obtain these forms from your nearest OPM Federal Job Information Center. These offices are listed in the telephone book. It is important that you complete these forms as fully and completely as possible. Based primarily on the information contained in this form, a decision is made as to whether you meet the basic qualifications for a position, as well as how well you qualify for that position.

If you do not have "status" (you have not worked in a civilian capacity for the Federal Government previously) contact an OPM Federal Job Information Center to establish eligibility on the appropriate "register of eligibles" (usually by taking a test). For some positions OPM will give you a rating based only on the information contained on your SF-171. Once you have established eligibility, OPM may refer your application and rating to any Federal agency that is recruiting applicants for positions for which you are eligible. Once you have established eligibility on a register of eligibles, you may also forward your SF-171 directly to the division within the Office of Human Resources that recruits for the position in which you are interested.

If you have "status" (you are a current or former Federal employee) or you feel you qualify for an excepted appointment (under a selective placement program), you may forward your SF-171 directly to the division within the Office of Human Resources in Customs that recruits for the occupation in which you are interested. However, you may wish to contact that office first to learn if there are vacancies for the type of position(s) you desire.

CUSTOMS REGIONS AND GEOGRAPHIC AREAS

REGION	*GEOGRAPHIC AREAS*
NORTHEAST U.S. Customs Service 10 Causeway Street Room 801 Boston, MA 02222-1056	Massachusetts, Maryland, Connecticut, New York, Pennsylvania, Maine, Rhode Island, Vermont, Delaware, New Hampshire
NEW YORK U.S. Customs Service 6 World Trade Center New York, NY 10048-0945	New York City Metropolitan Area, New Jersey
SOUTHEAST U.S. Customs Service 909 S.E. First Avenue Miami, FL 33131-2595	Florida, South Carolina, Virgin Islands, Virginia, Puerto Rico, Georgia, Dulles Airport, North Carolina, West Virginia
SOUTH CENTRAL U.S. Customs Service 423 Canal Street New Orleans, LA 70130-2341	Louisiana, Alabama, Arkansas, Tennessee, Mississippi
SOUTHWEST U.S. Customs Service 5850 San Felipe Street Suite 600 Houston, TX 77057-3012	Texas, Arizona, Oklahoma, New Mexico
PACIFIC U.S. Customs Service P.O. Box 2071 Main Post Office Los Angeles, CA 90053-3379	California, Washington, Oregon, Alaska, Hawaii, Nevada
NORTH CENTRAL U.S. Customs Service 55 East Monroe Street Chicago, IL 60603-5790	Illinois, Wisconsin, Missouri, Montana, Ohio, Minnesota, North Dakota, Michigan, Idaho, Wyoming, Utah, Colorado, South Dakota, Nebraska, Kansas, Iowa, Indiana, Kentucky

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NEW YORK U.S. Customs Service 6 World Trade Center New York, NY 10048-0945	New York City Metropolitan Area, New Jersey
SOUTHEAST U.S. Customs Service 909 S.E. First Avenue Miami, FL 33131-2595	Florida, South Carolina, Virgin Islands, Virginia, Puerto Rico, Georgia, Dulles Airport, North Carolina, West Virginia
SOUTH CENTRAL U.S. Customs Service 423 Canal Street New Orleans, LA 70130-2341	Louisiana, Alabama, Arkansas, Tennessee, Mississippi
SOUTHWEST U.S. Customs Service 5850 San Felipe Street Suite 600 Houston, TX 77057-3012	Texas, Arizona, Oklahoma, New Mexico
PACIFIC U.S. Customs Service P.O. Box 2071 Main Post Office Los Angeles, CA 90053-3379	California, Washington, Oregon, Alaska, Hawaii, Nevada
NORTH CENTRAL U.S. Customs Service 55 East Monroe Street Chicago, IL 60603-5790	Illinois, Wisconsin, Missouri, Montana, Ohio, Minnesota, North Dakota, Michigan, Idaho, Wyoming, Utah, Colorado, South Dakota, Nebraska, Kansas, Iowa, Indiana, Kentucky

HEADQUARTERS
U.S. Customs Service
Office of Human Resources

1. Mission Support Division
   P.O. Box 7388
   Washington, D.C. 20044
2. Enforcement Division
   P.O. Box 7108
   Washington, D.C. 20044
3. Operations Division
   P.O. Box 14060
   Washington, D.C. 20044

All applicants will receive consideration without regard to any nonmerit factor such as race, color, religion, national origin, sex, age, or handicap (if not a job factor).

General Information

Over the years, Customs has come to mean many things to many people. To the international traveler, Customs is the men and women in blue at the border station, airport or seaport who examine personal baggage and facilitate passenger entry upon their return to the States. To the importer we provide advice, protection and control of merchandise shipped into the country. To the smuggler, Customs is the planes, vessels and vehicles, and dedicated people constantly monitoring the Nation's perimeters to thwart attempts at illicit entry of merchandise, including illegal narcotics and dangerous drugs. Customs is all these things and much more!

When the Customs Service was created by the First Congress of the United States in 1789, its mission was to assess and collect the revenue on imported merchandise and to enforce Customs and related laws. Customs gave America its first source of revenue and became its first law enforcement agency. Although our primary mission has remained constant, changes in the size and complexities of the international community have resulted in a significant expansion of the responsibilities assigned to the Customs Service and our method of operation.

Today, the U.S. Customs Service protects the American public, labor and business by enforcing trademark, copyright and patent privileges. Modern computer technology and communications are now being used extensively to facilitate the processing of the ever-increasing numbers of travelers entering the United States. Merchandise processing is streamlined through the use of sophisticated automation, and science and analytical research assist Customs Officers in their efforts to stop illegal and fraudulent activities. Increasing emphasis is being placed on the investigation of schemes that defraud the U.S. Government of rightful revenue, the illicit transportation of currency, and export violations which include the illegal shipment of arms and technology abroad.

Customs responds to the challenge presented by smugglers by utilizing tactical interdiction techniques. A highly trained, professional force, integrated with sophisticated equipment and special air and marine support, focuses on critical smuggling areas and ensures a highly visible deterrent to would-be smugglers. And certainly one of the most unique Customs enforcement operations is the use of drug detection dogs. They save countless staff hours in locating narcotics and dangerous drugs in vehicles, mail, baggage, and cargo.

Our concern with world commerce does not stop at the boundaries of the United States. Customs provides training and advisory assistance to foreign governments in many Customs-related activities. Our representation in international organizations and our negotiation of bilateral agreements has strengthened our position in international trade and law enforcement.

EMPLOYMENT IN CUSTOMS

We have a dynamic workforce– about 17,000 employees– highly trained and dedicated. Customs is organized into seven regions which encompass the 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands. Most employees work in the 300 ports of entry along our land and sea borders, at international airports, or at our Headquarters Office in Washington, D.C. A few of our Officers work overseas.

Suitability Investigations. Fitness for Federal employment must be determined for every prospective employee. Because the Customs Service is a law enforcement agency, candidates for certain Customs positions will have an extensive investigation of their background conducted. This investigation will consist of written inquiries and/or personal interviews of such sources as other Government agencies, teachers, employers, neighbors, friends, and acquaintances. Various records such as police and FBI records may also be checked. The degree of the investigation will depend on the sensitivity of the position being filled.

Drug Test. Depending on the position to be filled, candidates may be required to successfully complete a urnialysis drug test. Since the satisfactory completion of drug testing is a condition of employment/placement, candidates with positive findings indicating the use of illegal drugs are subject to loss of consideration for the position in question.

Law Enforcement Positions. Due to the nature of the Customs mission, applicants for law enforcement positions must be willing to work irregular hours and overtime (for which they will be paid). Often, the overtime is not scheduled in advance. Many positions also require shift work, considerable travel and that candidates be mobile. Employees in law enforcement positions will be required to carry weapons and to quality regularly with firearms. If you are committed to enforcing the law and willing to devote the time required "to get the job done," you will find an exciting and rewarding career in Customs.

For exceptional people, exceptional careers can be found with the United States Customs Service.

HOW JOBS ARE FILLED IN CUSTOMS

Recruitment is the responsibility of the Office of Human Resources located in our Headquarters Office in Washington, D.C. That Office services all geographic areas of the country. The Office of Human Resources is composed of three divisions, each one handling recruitment for different occupations within Customs. Look in the section entitled "To Apply" in the flier for the occupation in which you are interested for the address and phone number of the division that recruits for that occupation. Remember to be specific as to what position you are interested in and believe you are qualified for.

Two different recruitment systems are used to fill positions in Customs, depending on whether you have civil service status or not. Individuals who have never worked for the Federal Government in a civilian capacity must, in most instances, compete through the Office of Personnel Management's (OPM) competitive examining system. Under this system, applicants who meet the qualification requirements established for positions are usually required to take an appropriate examination. The tests vary, depending on the position applied for – sometimes they are written exams, other times the test is a rating of the applicant's described qualifications such as experience and education. After the examination, applicants are given a score, with veterans preference added in, when appropriate, and ranked on a "register of eligibles." When Customs hires from outside the Government, the servicing division within the Office of Human Resources requests the OPM to provide us with a certificate composed of the top ranking eligibles on the register for the position(s) being filled.

In limited instances, it is possible for the Customs Service to hire directly, individuals who have no prior Federal service. In these cases, individuals would not have to establish eligibility on a register. You should check the recruitment brochure for the occupation in which you are interested to determine if this flexibility is available.

Frequently, Customs fills vacancies by recruiting from within the Service from lower-graded employees and from other agencies in the Federal Government. The Customs Service Merit Promotion Plan is a recruitment vehicle which allows current employees to be considered for higher-graded positions, including many of our "mainstream" occupations. Therefore, you may wish to "get your foot in the door" of the Federal competitive system by initially accepting a position in another occupation or at a lower grade than the one you ultimately desire. Once you work for the Customs Service, internal promotional opportunities are excellent.

If you have worked for the Federal Government in the past, it is likely that you are eligible to be reinstated in the Federal Service. Eligibility for reinstatement depends on the type of appointment you held previously, how long you were employed, and sometimes how long since you held your last position. If you have reinstatement eligibility, you may apply directly to the Customs Service for positions.

SELECTIVE PLACEMENT PROGRAM

Applicants who have no prior Federal Service should be aware that some positions are filled as an exception to the Office of Personnel Management's competitive examining system described above. These "excepted service" appointments are often made in connection with selective placement programs such as those established for hiring the handicapped, veterans with disabilities of 30 percent or more, and Vietnam era veterans. If you think you fall into one of these categories, you should write directly to the division within the Office of Human Resources within Customs that recruits for the occupation in which you are interested.

HOW TO APPLY

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NORTH CENTRAL U.S. Customs Service 55 East Monroe Street Chicago, IL 60603-5790	Illinois, Wisconsin, Missouri, Montana, Ohio, Minnesota, North Dakota, Michigan, Idaho, Wyoming, Utah, Colorado, South Dakota, Nebraska, Kansas, Iowa, Indiana, Kentucky

HEADQUARTERS

U.S. Customs Service
Office of Human Resources

1. Mission Support Division
   P.O. Box 7388
   Washington, D.C. 20044
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   P.O. Box 7108
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   P.O. Box 14060
   Washington, D.C. 20044

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TO APPLY

- If you have never worked for the Federal Government in a civilian capacity, contact the nearest OPM Federal Job Information Center (which is listed in your local telephone directory) for the latest word on testing information and position availability. Because Clerk-Typists are considered to be in short supply in certain parts of the country, some Customs locations may hire candidates directly without requesting a list of names from the Office of Personnel Management.
- If you are a current or former Federal employee, you should contact the Customs local or Headquarters office that recruits for the geographic area(s) in which you are interested in working. That office will be in the best position to advise you of the availability of positions and application procedures. Refer to the section entitled, "Customs Regions and Geographic Areas" for the addresses of these offices.

PROMOTIONAL OPPORTUNITIES

Because employees initially hired as Clerk-Typists and Secretaries are frequently selected for other Customs occupations under the Merit Promotion Plan (including law enforcement positions, administrative positions, or Aid/Assistant positions), advancement opportunities are considered to be excellent! Clerical positions are truly a stepping stone to paraprofessional and professional positions in Customs.

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Exceptional CAREERS

Clerical Positions

. . . **a stepping stone** to paraprofessional and professional positions. Clerk-Typists and Secretaries are the backbone of an office; they are the ones who make it tick! At the same time that they are keeping an office running smoothly, they are gaining invaluable experience about Customs that can help them when they apply for other positions. As a Clerk-Typist or a Secretary, the list of possible offices to which you could be assigned are as many and varied as the missions and functions of the Customs Service.

Among their duties, *CLERK-TYPISTS* answer the telephone and greet visitors to the office. They maintain and update files of all kinds of correspondence, including logs and manuals. Clerk-Typists are often asked to search files and records to retrieve information needed by their supervisors or other offices. They maintain suspense files for correspondence requiring a reply and follow-up to ensure that deadlines are met. They open mail for their office and distribute it to the staff and type a variety of material in rough draft or final form, ranging from letters and memoranda to reports, statistical charts, or even newsletter articles.

Serving as the principal clerical or administrative assistant for an office, *SECRETARIES* answer the telephone, refer calls and greet office visitors. They type a variety of correspondence and reports on all subjects; devise and maintain filing and suspense systems; make arrangements for travel, conferences and briefings for the office staff; and write non-technical correspondence. They also oversee the work of the other clerical staff in the office. Some positions require the ability to take shorthand.

TO QUALIFY YOU MUST . . .

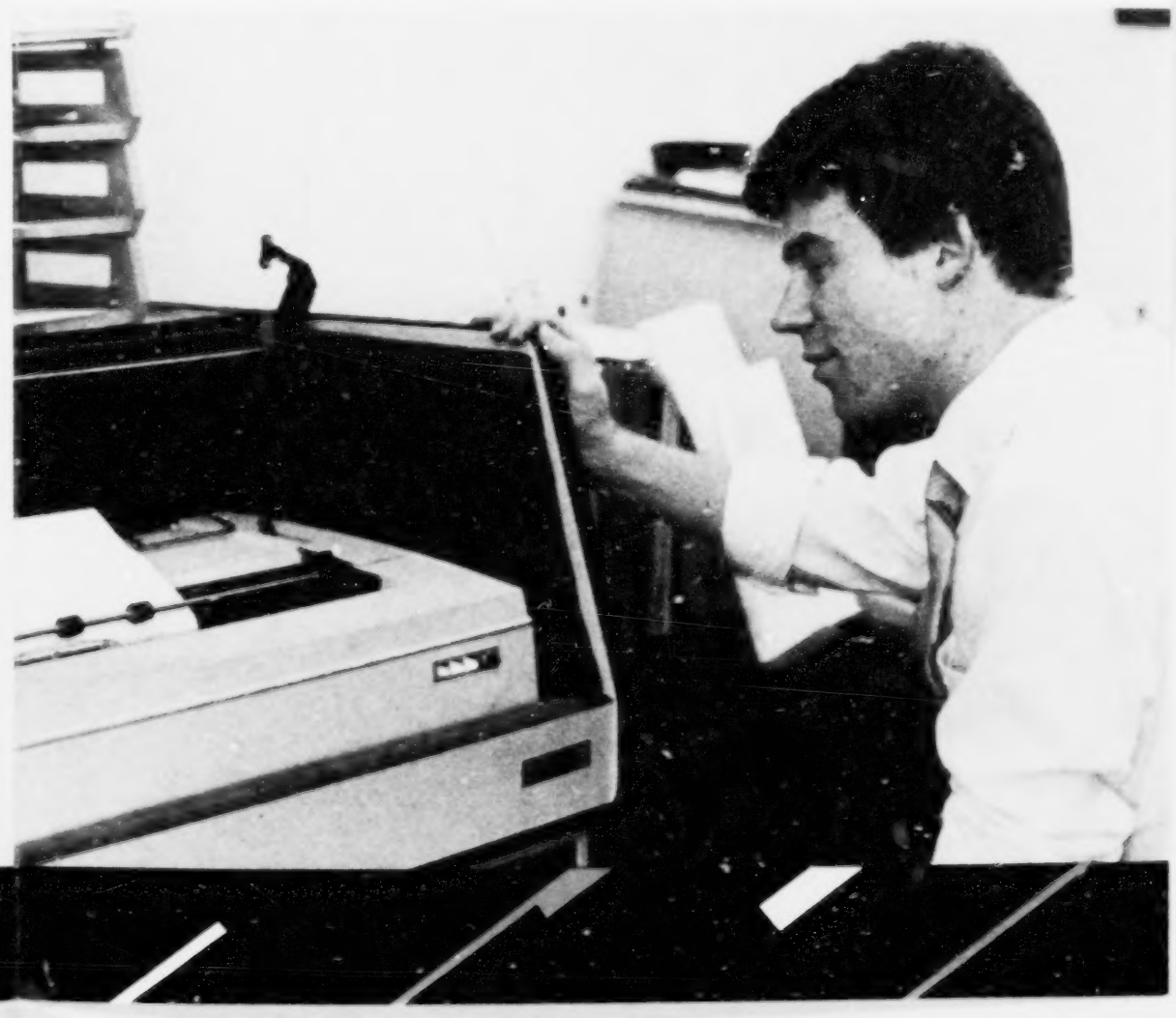
- Be a United States citizen.
- Be at least 18 years old or at least 16 years old and a high school graduate.

FOR A CLERK-TYPIST, GS-2/3/4

- Pass a written test of verbal abilities and clerical aptitude.
- Prove or attest to typing skills of a minimum of 40 words per minute with no more than three errors on a 5 minute typing test.
- In addition, for a GS-2, have 3 months of general experience OR graduation from high school or equivalent.
- For a GS-3, have 6 months of general experience OR high school graduation or equivalent OR 1 year above high school.
- For a GS-4, have 1 year of general experience OR 2 years above high school.

FOR A SECRETARY, GS-5 AND GS-6

- You must have administrative or clerical experience that demonstrates possession of the ability to serve as a principal office assistant, including ability to organize the flow of clerical processes in an office, to organize and design a filing system, to make travel arrangements, to locate and assemble information for reports and meetings, and to compose non-technical correspondence. For the GS-5 and 6 levels you must have 1 year of related experience at the next lower grade or equivalent. A bachelor's degree from an accredited college or university is fully qualifying for the GS-5 level.



COLORADO
Denver:
P.O. Box 25167, 80225
(303)236-4160
(located at 12345 W. Alameda Pkwy., Lakewood, CO)
For job information (24 hrs. a day) in the following States, dial:
MONTANA: (303)236-4162
UTAH: (303)236-4165
WYOMING: (303)236-4166
For forms and local supplements dial: (303)236-4159

CONNECTICUT
Hartford:
Federal Building, Room 613
450 Main St., 06103
(203)240-3263

DELAWARE
(See Philadelphia listing)

DISTRICT OF COLUMBIA
Metro Area:
1900 E St., N.W., Room 1416
Washington, DC 20415
(202)653-8468

FLORIDA
Orlando:
Commodore Building, Suite 150
3444 McCrory Place, 32803-3701
(407)648-6148

GEORGIA
Atlanta:
Richard B. Russell Federal Building,
Room 960
75 Spring St., S.W., 30303
(404)331-4315

GUAM
Agana:
Pacific Daily News Building,
Room 902, 96910
(671)472-7451

HAWAII
Honolulu (and other Hawaiian Islands and Overseas):
Federal Building, Room 5316
300 Ala Moana Blvd., 96850
(808)541-2791
(808)541-2784 — Overseas Jobs

IDAHO
(See Washington listing)

ILLINOIS
Chicago:
175 W. Jackson Blvd., Room 530, 60604
(312)353-6192

INDIANA
Indianapolis:
Minton-Capehart Federal Building,
575 N. Pennsylvania St., 46204
(317)269-7161

IOWA
(See Missouri listing)
(816)426-7757

KANSAS
Wichita:
One-Twenty Building, Room 101
120 S. Market St., 67202
(316)269-6794
In Johnson, Leavenworth, and Wyandotte Counties, dial:
(816)426-5702

KENTUCKY
(See Ohio listing)

LOUISIANA
New Orleans:
1515 Poydras St., Suite 608, 70112
(504)589-2764

MAINE
See New Hampshire listing)

MARYLAND
Baltimore:
Garmatz Federal Building,
101 W. Lombard St., 21201
(301)962-3822

MASSACHUSETTS
Boston:
Thomas P. O'Neill Federal Building,
10 Causeway St., 02222-1031
(617)565-5900

MICHIGAN
Detroit:
477 Michigan Ave., Room 565, 48226
(313)226-6950

MINNESOTA
Twin Cities:
Federal Building
Fort Snelling, Twin Cities, 55111
(612)725-3430

MISSISSIPPI
(See Huntsville, AL listing)

MISSOURI
Kansas City:
Federal Building, Room 134
601 E. 12th St., 64106
(816)426-5702
St. Louis:
Old Post Office Building, Room 400
815 Olive St., 63101
(314)539-2285

MONTANA
(See Colorado listing)

NEBRASKA
(See Kansas listing)

NEVADA
(See Sacramento listing)

NEW HAMPSHIRE
Portsmouth:
Thomas J. McIntyre Federal Building
Room 104
80 Daniel St., 03801-3879
(603)431-7115

NEW JERSEY
Newark:
Peter W. Rodino Jr., Federal Building,
970 Broad St., 07102
(201)645-3673
In Camden, dial: (215)597-7440

NEW MEXICO
Albuquerque:
Federal Building
421 Gold Ave., S.W., 87102
(505)766-5583
In Dona Ana, Otero and El Paso Counties, dial: (505)766-1893

NEW YORK
New York City:
Jacob K. Javits Federal Building,
26 Federal Plaza, 10278
(212)264-0422
Syracuse:
James M. Hanley Federal Building,
100 S. Clinton St., 13260
(315)423-5660

NORTH CAROLINA
Raleigh:
P.O. Box 25069
4565 Fall Neuse Road
Suite 4445, 27609
(919)856-4361

NORTH DAKOTA
(See Minnesota listing)

OHIO
Dayton:
Federal Building, Room 506
200 W. 2nd St., 45402
(513)225-2720

OKLAHOMA
Oklahoma City:
(Mail or phone only)
200 N.W. Fifth St., 2nd Floor, 73102
(405)231-4948

OREGON
Portland:
Federal Building, Room 376
1220 S.W. Third Ave., 97204
(503)221-3141

PENNSYLVANIA
Harrisburg:
Federal Building, Room 168
P.O. Box 761, 17108
(717)782-4494
Philadelphia:
William J. Green Jr., Federal Building,
600 Arch St., Room 1416, 19106
(215)597-7440
Pittsburgh:
Federal Building
1000 Liberty Ave., Room 119, 15222
(412)644-2755

PUERTO RICO
San Juan:
Frederico Degetau Federal Building,
Carlos E. Chardon St.
Hato Rey, P.R. 00918
(809)766-5242

RHODE ISLAND
Providence:
John O. Pastore Federal Building, Room 310
Kennedy Plaza, 02903
(401)528-5251

SOUTH CAROLINA
(See Raleigh, NC listing)

SOUTH DAKOTA
(See Minnesota listing)

TENNESSEE
Memphis:
200 Jefferson Ave.
Suite 1312, 38103-2335
(901)521-3956

TEXAS
Dallas:
(Mail or phone only)
Room 6B12, 1100 Commerce St., 75242
(214)767-8035

Houston:
(Phone-recording only)
(713)226-2375

San Antonio:
(Mail or phone only)
643 E. Durango Blvd., 78206
(512)229-6611 or 6600

UTAH
(See Colorado listing)

VERMONT
(See New Hampshire listing)

VIRGINIA
Norfolk:
Federal Building, Room 220
Granby St., 23510-1886
(804)441-3355

WASHINGTON
Seattle:
Federal Building
915 Second Ave., 98174
(206)442-4365

WEST VIRGINIA
(See Ohio listing)

WISCONSIN
Residents in Counties of Grant, Iowa, Lafayette, Dane, Green, Rock, Jefferson, Walworth, Waukesha, Racine, Kenosha and Milwaukee should dial: (312)353-6189 for job information.
All other Wisconsin residents should refer to the Minnesota listing for Federal job information in their area.

WYOMING
(See Colorado listing)

All applicants will receive consideration without regard to any nonmerit factor such as race, color, religion, national origin, sex, age, or handicap (if not a job factor).

The Office of Personnel Management operates area offices and Federal job test centers in the cities listed below. These offices provide general information on Federal employment, explain how to apply for specific jobs, supply application materials and conduct written examinations, when required.

You can get information by mail, by telephone, or by visiting these offices. The easiest method, if you want information or application material for a specific job or occupation and can identify it clearly, usually is to write. The number of hours each office is open to the public varies from one office to another. Because of the large number of people who seek information by telephone, the lines are frequently busy or callers must hold for a time before someone can speak to them. To help alleviate the problem, some offices provide recorded messages which give hours of service, general information and in some cases the best opportunities for Federal employment.

OPM also provides Federal employment information to State Job Service (State Employment Security) offices, and for college-entry jobs, to college placement offices. In addition, many Federal agencies recruit directly for their own vacancies and provide a variety of information services.

The following is the list of OPM offices which provide Federal job information and testing services.

ALABAMA
Huntsville:
Building 600, Suite 341
3322 Memorial Pkwy., South,
35801-5311
(205)544-5802

ALASKA
Anchorage:
Federal Building
701 C St., Box 22, 99513
(907)271-5821

ARIZONA
Phoenix:
U.S. Postal Service Building
Room 120
522 N. Central Ave., 85004
(602)261-4736

ARKANSAS
(See Oklahoma listing)

CALIFORNIA
Los Angeles:
Linder Bldg., 3rd Floor
845 S. Figueroa, 90017
(213)894-3360

Sacramento:
1029 J St., 2nd Floor, 95814
(916)551-1464

San Diego:
Federal Bldg., Rm. 4-S-9
880 Front St., 92188
(619)557-6165

San Francisco:
P.O. Box 7405, 94120
(located at 211 Main St.,
2nd Floor, Rm. 235)
(415)974-9725

Import Specialist
Exceptional
CAREERS

Import Specialist

Trained to convert the language of commerce into the legal terms of Customs and other regulations, Import Specialists decide whether arriving commercial cargo and shipments are admissible into the country. Once admissibility is established, they decide how that merchandise should be classified and appraised under the tariff laws, thereby assessing the duties and taxes that make Customs a major revenue-producing agency.

Working at international airports, border crossings, and other strategic locations, and aided by formal training, Import Specialists acquire experience by working on a variety of commodity lines. Eventually, many specialize, becoming technical experts in a particular line of merchandise such as footwear, heavy machinery, antiques or linens. Trade experts, customhouse brokers, and importers all consult Import Specialists for their advice on the proper classification and valuation of their products, thereby ensuring fair and equal treatment for all importers.

Import Specialists help protect business and labor by enforcing a wide variety of statutes, regulations and executive orders. These range from fair trade laws, copyright and trademark laws, and health and safety laws, to quota and visa restrictions, laws on the marking of the country of origin, and many more. Import Specialists also work with special enforcement teams that investigate fraud, negligence, and complicated efforts to get around tariff and trade laws. Today, the Import Specialist faces the added challenge of dealing with sophisticated automation systems, both those of the importers and the systems within Customs itself.

If the role of decision-maker is for you, the unique work of Import Specialists may be the career you are looking for.

Entrance level appointments are made generally at the grade GS-5 level and occasionally the GS-7 level, depending on your qualifications. Positions have excellent advancement potential to the journeyman grade, GS-11, with opportunities to apply for supervisory and management positions at grades GS-12 and above.

TO QUALIFY YOU MUST . . .

- Be a United States citizen.
- Be in good physical condition and possess emotional and mental stability. You must be able to distinguish basic colors.
- Pass a personal background investigation.
- Have at least 3 years of progressively responsible experience in government, education, business, or the armed forces that demonstrates the ability to interpret and apply laws, rules or regulations; to analyze information; to make concise oral and written reports; and to meet and deal effectively with other people. One scholastic year of education above high school equals 9 months of work experience, and a bachelor's degree is fully qualifying for appointment at the GS-5 level.

SPECIAL REQUIREMENTS

Candidates must successfully complete 5 weeks of technical training at the Federal Law Enforcement Training Center located in Glynco, Georgia, consisting of written as well as graded practical exercises.

TO APPLY

- If you have never worked for the Federal Government in a civilian capacity, you should contact the OPM Federal Job Information Center nearest you (which is listed in your local telephone directory) to learn about the current employment situation.
- You should contact the Operations Division in the Office of Human Resources of the U.S. Customs Service if you meet one of the following:
  1. If you have never worked for the Federal Government in a civilian capacity, but you are a college graduate who obtained a grade point average of 3.5 or higher on a 4.0 scale for all undergraduate courses completed toward a baccalaureate degree, or who stands in the ten percent of a baccalaureate graduating class (or of a major university subdivision such as a college of arts and sciences), you are eligible for the Outstanding Scholar Program under a Direct Hire Authority.
  2. If you have never worked for the Federal Government in a civilian capacity, but you have the required level of oral Spanish language proficiency and/or the requisite knowledge of Hispanic culture, and are otherwise qualified, for positions in which interaction with the public or job performance would be enhanced by having bilingual and/or bicultural skills, you may be eligible for the Bilingual/Bicultural Program under a Direct Hire Authority.
  3. If you are a current or former Federal employee, you may be eligible for transfer or reinstatement.

The following office will be in the best position to advise you of the availability of positions and application procedures for the position of Customs Inspector:

U.S. Customs Service
Office of Human Resources
Operations Division
P.O. Box 14060
Washington, D.C. 20044

All applicants will receive consideration without regard to any nonmerit factor such as race, color, religion, national origin, sex, age, or handicap (if not a job factor).

U.S. CUSTOMS
Customs Inspector
CAREERS

Customs Inspector

Amidst a whirl of international travel and commercial activity, Customs Inspectors process persons, baggage, cargo, and mail, as well as administer certain navigation laws. They assess and collect Customs duties, excise taxes, fees and penalties levied on imported merchandise.

To ensure compliance with tariff laws and to prevent smuggling, fraud and cargo theft, uniformed Customs Inspectors review the individual baggage declarations of international travelers and oversee the unloading of all types of commercial shipments. Representatives from all types of businesses, captains of ships and transportation crews, as well as importers, are the Inspectors' daily contacts as they review manifests, examine cargo carried by container on specially designed vessels, and acknowledge and document shipments transferred under bond to ports throughout the United States. In performing these duties, Inspectors can be assigned to a variety of locations across the country.

Inspectors are under continual pressure to do everything possible to speed travelers on their way. At the same time, they are bound by Federal law to enforce Customs and other laws to protect the revenue. Combining these disparate responsibilities in the brief time allotted for passenger interviews or cargo examinations always presents a challenge to the Inspector.

With the increased emphasis on law enforcement and detection of the illegal importation of drugs and pornography and the prevention of the export of sensitive high technology items, Customs Inspectors often work as members of special enforcement teams. They also work in cooperation with Customs Special Agents, Customs Investigators, and Import Specialists, as well as with the staff of other Federal agencies, including the Immigration and Naturalization Service, the Department of Agriculture, the Federal Bureau of Investigation, and the Drug Enforcement Administration. As part of the Customs law enforcement team, Inspectors search persons, cargo, ships, aircraft, cars and other vehicles, seize contraband and apprehend violators.

Extensive on-the-job and formal training prepare Customs Inspectors for the varied and often strenuous conditions under which they must work. The hours of the typical seaport or airport are often long and irregular, and remoteness characterizes the many border ports, some manned by only one person, where Customs Inspectors must often perform immigration and agricultural inspections in addition to their regular duties.

If you seek a challenge to your alertness, sound judgment and ability to deal effectively with all types of people, a position as a Customs Inspector should appeal to you.

Entrance level appointments are generally made at the grade GS-5 level and occasionally at the GS-7 level, depending on your qualifications. Excellent opportunities exist for advancement to the journeyman level at grade GS-9, with opportunities also existing to apply for senior level and supervisory positions at grade GS-11 and above.

TO QUALIFY YOU MUST . . .

- Be a United States citizen.
- Pass an appropriate physical examination.
- Pass a personal background investigation and drug test.
- Have at least 3 years of progressively responsible experience in administrative, law enforcement or other work that demonstrates the ability to deal with people, to gain the cooperation of others in following procedures, and to learn and interpret facts. One scholastic year of education above high school equals 9 months of work experience and a bachelor's degree is fully qualifying for appointment at the GS-5 level.

SPECIAL REQUIREMENTS

Candidates must successfully complete 9 weeks of enforcement training at the Federal Law Enforcement Training Center located in Glynco, Georgia. This consists of written and physical tests as well as graded practical exercises, including one on firearms proficiency.

Candidates must be willing to work overtime, shift work, and under arduous conditions. They will also be required to carry weapons and to qualify regularly with firearms.

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All applicants will receive consideration without regard to any nonmerit factor such as race, color, religion, national origin, sex, age, or handicap (if not a job factor).

TO APPLY

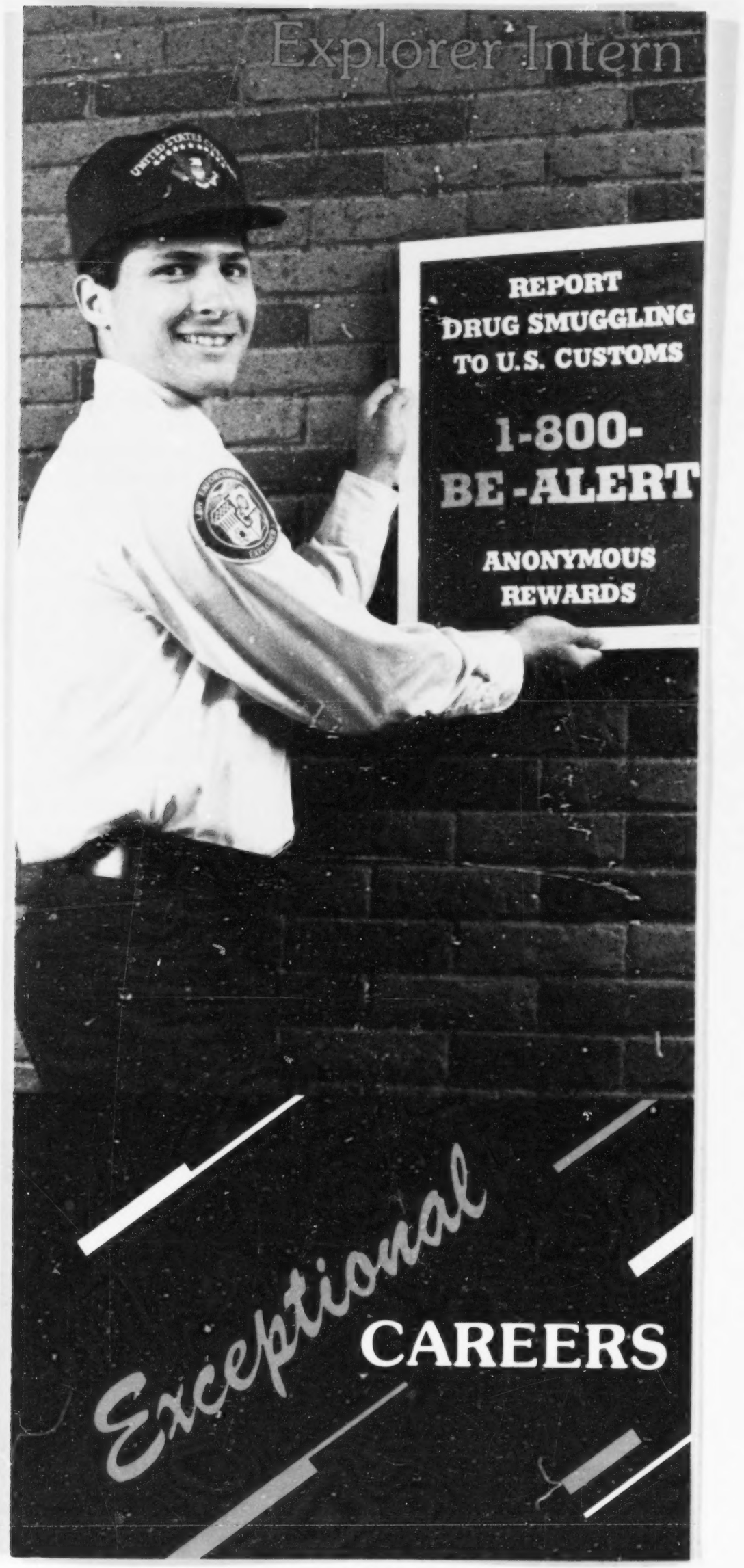
If you have never worked for the Federal Government in a civilian capacity, you must establish an eligible rating on the Customs Inspector Examination. This will include a written exam administered by OPM, as well as a panel interview administered by the Customs Service. The OPM Federal Job Information Center will open the Customs Inspector Examination in February and October of each year. Interested applicants should contact their nearest OPM Federal Job Information Center (which is listed in your local telephone directory) in January and September respectively, to request information, application forms, and employment prospects.

- You should contact the Operations Division in the Office of Human Resources of the U.S. Customs Service if you meet one of the following:

1. If you have never worked for the Federal Government in a civilian capacity, but you are a college graduate who obtained a grade point average of 3.5 or higher on a 4.0 scale for all undergraduate courses completed toward a baccalaureate degree, or who stand in the upper ten percent of a baccalaureate graduating class (or of a major university subdivision such as a college of arts and sciences), you are eligible for the Outstanding Scholar Program under the Direct Hire Authority. You need not take the written Customs Inspector exam, but may be required to pass the panel interview;
2. If you have never worked for the Federal Government in a civilian capacity, but you have established an eligible rating (70 or higher) on the Customs Inspector Examination **and** you have the required level of oral Spanish language proficiency and/or the requisite knowledge of Hispanic culture, and are otherwise qualified, for positions in which interaction with the public or job performance would be enhanced by having bilingual and/or bicultural skills, you are eligible for the Bilingual/Bicultural Program under the Direct Hire Authority. You will be given and must pass the panel interview;
3. If you are a current or former Federal employee, you may be eligible for transfer or reinstatement.

The following office will be in the best position to advise you of the availability of positions and application procedures for the position of Customs Inspector:

U.S. Customs Service
Office of Human Resources
Operations Division
P.O. Box 14156
Washington, D.C. 20044


Explorer Intern
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BE-ALERT
ANONYMOUS
REWARDS
Exceptional
CAREERS

Explorer Intern

FACTS ABOUT THE PROGRAM

Exploring is a division of the Boy Scouts of America for young men and women ages 14 through 20. Its purpose is to provide a program of character building, citizenship training, and fitness.

Explorer posts are organized by various businesses, industries, schools, civic clubs, and community organizations which provide meeting facilities, program resources and adult volunteers.

Law Enforcement Explorer posts offer programs in the area of law enforcement and criminal justice, and provide explorers with practical training and hands-on experience.

The U.S. Customs Service Law Enforcement Explorer Program provides opportunities for explorers to engage in Federal enforcement-related activities within the various career fields of the Customs Service.

TRAINING

The Explorer will receive training in a variety of specialized areas:

- History of U.S. Customs.
- Customs Law and Operations.
- First Aid and CPR.
- Firearms Safety and Range Procedures.
- Basic Self-defense.
- Crime-Scene Procedures.
- Plus many others.

BENEFITS TO YOU

- Provides exposure to Federal law enforcement careers and professionals.
- Provides first-hand experience within the U.S. Customs law enforcement system.
- Provides education, training and a knowledge of career requirements.
- Provides opportunity to participate in Customs Explorer College Education Program.
- Provides opportunities to develop self-confidence, self-discipline and patience.
- Encourages the establishment and achievement of educational and other self-improvement goals.
- Scholarship opportunities from several Federal law enforcement agencies.

BENEFITS TO CUSTOMS

- Allows opportunities for Customs personnel to relate to the youth of their community in areas of common interest.
- Identifies potential law enforcement career candidates.
- Involves youth in activities that increase the effectiveness of Customs manpower utilization and indirectly help accomplish the missions of the U.S. Customs Service.

POST PROGRAM ACTIVITIES

- Assisting with passenger processing and crowd control at airports and seaports.
- Assisting and observing surveillance operations.
- Observing vessel searches.
- Field trips.
- Biennial Law Enforcement Explorer Conference.
- Plus many others.

MEMBERSHIP REQUIREMENTS

- Be between the ages of 14 and 20.
- Be in high school or college.
- Maintain at least a "C" grade average.
- Obtain parent's or guardian's consent.
- Have an interest in law enforcement.

If you are interested in becoming a U.S. Customs Explorer, or in learning more about the program, complete the form below, fold and staple this pamphlet. Mail this form to the U.S. Customs Service Office listed in your phone book under the United States Government.

Name: _____

Birth Date: _____

Address: _____

City/State _____

Phone Number: _____

School: _____

Grade: _____

A MESSAGE FROM THE COMMISSIONER OF CUSTOMS

- As Commissioner, I have pledged my support and have committed the U.S. Customs Service to total involvement for the youth of our nation.
- You as a future leader of our country will have first-hand experience and exposure to Customs law enforcement operations. The opportunity will be yours to be part of a great program with tremendous college educational benefits.
- I have a very personal interest in the youth of our nation and the exploring program. I want to extend to you my personal invitation to join us. . . as an active Customs Explorer. . . to share great experiences with us. . . Your involvement will be limited only by your own imagination and participation.

Commissioner of Customs

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DEPARTMENT OF THE TREASURY
U. S. Customs Service
Washington, D. C. 20229

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(Treas. 552)

U.S.MAIL

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